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30 JUN 1966

Mr. Robert C. Walter, Executive Director
Administrative Management Society
Willow Grove, Pennsylvania 19090

Dear Mr. Walter:

The Central Intelligence Agency welcomes the opportunity to nominate [] our Records Administration Officer, for the second annual Federal Paperwork Management Award.

[] has relentlessly pursued a program of improving the Agency's records and paperwork management for a period of fifteen years. Largely as a result of his professional competence and his leadership, we have an Agency-wide program which has significantly benefited the intelligence collection efforts of the Central Intelligence Agency and other elements in our intelligence community. I think his success in applying sound administrative principles to our Agency's complex and unique problems of records management and his efforts to inspire others to improve paperwork management merit public recognition.

I am very interested in all endeavors to improve administration in the Federal Government and wish to express my appreciation to the Officers and the Directors of the Society for focusing attention on professional achievements in the critical area of paperwork management.

Sincerely,

/s/ Richard Helms

Richard Helms
Director

Enclosure

OP/BS [] (28 Jun 66)

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